



## The City of Raleigh

### Request for Proposal

### Recreation and Event Management System

#### Proposal Summary:

The City of Raleigh is seeking professional services to work in conjunction with the Department of Parks, Recreation and Cultural Resources and the Special Events Office staff to document current business processes and identify functional and technical requirements for use in the selection of an application to facilitate their business processes. The current application supports: program registrations, athletic leagues, facility rentals, memberships, point of sale (POS) transactions, inventory, financial assistance, reporting, and accounting.

This will include:

- Documentation of current state "As Is" business processes
- Documentation of future business functionality
- Delivery of high-level business and technical requirements

**Pre-Proposal Conference Call scheduled for Tuesday, December 15, 2015 at 11:00am EST.**

**Proposals are due no later than 5:00pm EST on Friday, January 15, 2016.**

**Finalist Interviews are anticipated the week of February 8, 2016.**

The services are anticipated to commence no later than **April 15, 2016** and be completed by no later than **June 30, 2016**.

For the complete RFP, contact **Jeff Dawson at 919-996-4791/**[Jeffrey.Dawson@raleighnc.gov](mailto:Jeffrey.Dawson@raleighnc.gov).